CONCORDIA
UNIVERSITY

# audio-visual department

# service directory

# 1985-86

The Audio Visual Department looks forward to keeping Concordia in the forefront of academic, cultural and social endeavour by support with state-of-the-art technology.

# audio-visual department service directory

The Audio-Visual Department manages a broad range of installations, equipment and resources to service the Concordia community on both campuses according to standard policies and procedures.

The aim of the Department is to make available the latest and best developments in communications technology to enhance the effectiveness of the University in its academic, administrative, cultural, social and community activities.

The staff of the Audio-Visual Department request understanding and cooperation in observing a minimum of simple but essential ground-rules.

- At least 3 working days notice for booking facilities and softwares
- Proper University identification and authorization when withdrawing supplies or equipment
- Prompt return of loan materials on expiry of standard loan-periods or payment of overdue fines
- Protection of University property from loss, breakage or damage
- Cooperation with Audio-Visual staff

## Hours of Operation

Offices: SGW Monday - Friday 09:00-17:00 Tel: **848-3434**
LOYOLA Monday - Friday 09:00-17:00 Tel: **848-3465**
Service Areas: As indicated below.

## Equipment Depots

- Loans & reservations of portable equipment
- Sales of supplies and materials
- Production of xerox transparencies
- Classroom facilities
- Reporting of emergencies

**SGW**

| | | | | |
|---|---|---|---|---|
| Hall Building | Mon-Fri | 08:30-23:00 | H421 | Tel: **3435** |
| VA Building | Mon-Fri | 09:00-12:00<br>14:00-18:00 | VA042 | Tel: **3438** |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | | | |
| Monday - Thursday | 08:30-22:30 | AD104 | Tel: **3466** |
| Friday | 08:30-17:00 | | |

## Facilities Booking Centres

**3 Working Days notice on all bookings**

- Preparation of exhibitions, displays, events
- Reservation of studios, fixed installations and facilities
- Scheduling of specialist operators and technicians on assignment
- Film projections and videotape playbacks
- Organization of cinema events
- Reservations of screening rooms.
- Reservation of A.V. equipment

**SGW**

| | | | |
|---|---|---|---|
| Hall Building | | | |
| Monday - Friday | 10:00-16:00 | H341 | Tel: 3444 |
| | 09:00-17:00 | H341 | in person |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | | | |
| Monday - Friday | 09:00-12:00<br>13:00-16:00 | AD105 | Tel: 3465 |

## Film and Videotape Search and Bookings SGW

Reference:
Indexes and catalogues of films and videotapes, classified by subject and title.

| | | | |
|---|---|---|---|
| Bookings: | 10:00-17:00 | H341 | Tel: 3443<br>/3445 |

**3 Working Days notice on all bookings**

Bookings of films and videotapes from Concordia collections and outside agencies.

| | | | |
|---|---|---|---|
| In person or in writing. | 10:00-16:00 | H341 | Tel: 3445 |
| Preview arrangements: | | | Tel: 3444 |

## Cinemas

- Theatrical presentation of films in all standard formats

**SGW**

| | | |
|---|---|---|
| Hall Building | H110<br>H435 | |
| Visual Arts Building | VA114 | |
| Room Booking | H102 | Tel: 3830 |
| Projectionist and Facilities | H341 | Tel: 3444 |

**Loyola**

| | | |
|---|---|---|
| F.C. Smith Auditorium | FC | |
| Room Booking | FC003-2 | Tel: 3836 |
| Projectionist and Facilities | AD105 | Tel: 3465 |

## Learning Laboratories

- Scheduling of group access to Learning Laboratories equipped with audio and video play back facilities, a modular tutorial lab and a computer lab
- Individual access to lab programmes
- Duplication of authorised audio recordings
- Sales and rentals of language programme materials.

**SGW**

| | | | |
|---|---|---|---|
| Hall Building | 09:00-21:30 | H527 | Tel: **3431** |

**Loyola**

| | | | |
|---|---|---|---|
| Central Building | 09:00-21:30 | CC203 | Tel: **3467** |

## Individual / Self-Paced Learning Centres

- Individual access to library collections of discs, audio and video tapes, multi-media kits, slides, film loops
- Use of carrels with audio, video and projection facilities
- Computer-assisted learning programmes

**SGW**

| | | |
|---|---|---|
| Norris Library Non-Print | N422 | Tel: **7714** |
| Science and Engineering Library Non-Print | H1031 | Tel: **7727** |
| AVD Modular Language Lab | H523 | Tel: **3431** |

**Loyola**

| | | |
|---|---|---|
| Vanier Library Non-Print | VL127 | Tel: **7755** |

## Avista Workshops: Audio-Visual In-service Training Area

- Hands-on training in the use of AV equipment
- Do-it-yourself preparation and duplication of:
  Slides, photographs, and transparencies
  Art work and posters
  Laminations and dry-mounts
  Slide-tape presentations
- Audio tape editing
- Betamax and ½" videotape editing

**SGW**

| | | | |
|---|---|---|---|
| 2150 Bishop | 09:00-17:00 | K301 | Tel: **3461** |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | 10:00-22:00 | AD101 | Tel: **3465** |

## Production Services

### Audio

- Two-track production studio (self operate), Studio C, H029
- Eight-track production studio (self operate), Loyola. AD104

### Film

- 16mm sound transfers, film sound mixing, post-sync recording, sound recording.
- Camera rentals Studio D VA048

### Video

- Three camera colour studio with ¾" editing, Studio A, H0029
- Studio floor with lighting, Studio B H423
  Loyola AD107

### Bookings & Information

| | | |
|---|---|---|
| **SGW** | H341 | Tel: **3444** |
| **Loyola** | AD105 | Tel: **3465** |

## Graphics

- Illustrations
- Technical and perspective drawing
- Maps, charts, diagrams, graphs
- Typographical design and layout
- Consultation

**SGW**

| | | | |
|---|---|---|---|
| 2150 Bishop | 09:00-17:00 | K201 | Tel: **3457** |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | 10:00-22:30 | AD105 | Tel: **3465** |

## Photography

- Studio and location photography, black and white or colour
- Processing, contact printing, enlarging
- Slide production and duplication
- Toning, re-touching, restoration
- Graphic Arts camera stats (Loyola)
- Hands-on black and white darkroom facilities (Loyola)

**SGW**

| | | | |
|---|---|---|---|
| Hall Building | 09:00-17:00 | H340 | Tel: **3458** |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | 09:00-12:00<br>13:00-17:00 | AD105 | Tel: **3465** |

## Media Production Unit

- Coordination of production services in television, film, sound, photography and graphics
- Consultation, design and evaluation of audio-visual materials.

**SGW**

| | | | |
|---|---|---|---|
| Hall Building | | H339 | Tel: **3441** |

## Research and Development

- Consultation on research, development and evaluation of instructional design
- Experimentation in computer-assisted learning
- Realization and evaluation of educational projects

**SGW** H605-1 Tel: **3459**

## Technical Maintenance and Service

- Assessment and evaluation of new technology
- Technical consultation
- System design and installation
- Servicing and maintenance of AV equipment

**SGW**

| | | | |
|---|---|---|---|
| Hall Building | 08:00-18:00 | H355 | Tel: **3455** |

**Loyola**

| | | | |
|---|---|---|---|
| Admin. Building | 08:00-18:00 | AD105 | Tel: **3466** |

| INDEX OF SERVICE | LOCATION | TEL. 848 |
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| Audio Duplication Service | LOY CC203 | 3467 |
| | SGW H527 | 3431 |
| Audio Studios/Bookings | LOY AD105 | 3465 |
| | SGW H341 | 3444 |
| Audio Tape Recorders, Portable | LOY AD104 | 3466 |
| | SGW H421 | 3435 |
| Audio-duplication 'Do-it-yourself' AVISTA | LOY AD101 | 3465 |
| | SGW K301 | 3461 |
| Auditoria/Cinema; Room Bookings | LOY FC003-2 | 3836 |
| | SGW H102 | 3830 |
| Auditoria:Emergency Services | LOY AD104 | 3466 |
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| Auditoria Services/Equipment Bookings | LOY AD105 | 3466 |
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| | SGW H341 | 3445 |
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## HOURS OF OPERATION

**LOYOLA**

Mon. - Thurs. 08:30-22:30
Friday 08:30-17:00

**SGW**

Mon. - Fri.
Academic Services 08:30-22:30
Bookings 10:00-16:00